

Minibus Driver

JOB DESCRIPTION

Main Duties

- Driving the school's 17 seater minibus.
- Responsible for the health and safety, comfort and welfare of pupils and staff.
- Carrying out daily vehicle checks and basic maintenance (checking oil levels etc.)
- Reporting any vehicle defects, faults, incidents and accidents to the bursar.
- Ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuelling the vehicles as required.
- Covering for absent colleagues.
- Maintaining the schools image; working attire should be worn at all times and kept in a clean and tidy condition.
- Working within health and safety guidelines and other guidelines that may be issued from time-to-time.
- Attending any relevant training courses as identified and agreed.
- Plan alternative road routes to and from school when necessary and keeping parents informed of any changes.
- Maintain accurate records of the children using the service each day.

Additional Duties

- Perform any task or duty under the reasonable direction of the Operations Manager/Headteacher.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

	ESSENTIAL	DESIRABLE
Training and Qualifications	<ul style="list-style-type: none"> • Clean driving license (held for at least 2 years). 	
Experience	<ul style="list-style-type: none"> • Experience driving a large vehicle. 	
Professional Knowledge and Skills	<ul style="list-style-type: none"> • Hold a current, clean and valid driving license D1 unrestricted or a PCV license or D1 restricted (car license obtained prior to 01/01/1997) • Age 25+ (for insurance purposes). • Geographical knowledge of the local area. • Competent to undertake vehicle checks and carry out basic maintenance. 	
Personal Attributes	<ul style="list-style-type: none"> • Reliable and trustworthy • Flexible approach to working arrangements • Good organisational ability. • Enjoy working in a school environment. • Pleasant, patient and helpful personality. • An ability to communicate with a range of different people. • Ability to work on own initiative and as part of a team. 	

Safeguarding	<ul style="list-style-type: none">• Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	
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